



# Job Opportunity

## State Controller's Office

**Position:** Program Technician II

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** May 3, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-9928-101  
Ref 0503.CSU6

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general supervision provided by a Supervising Program Technician III (Unclaimed Property) the incumbent will handle the more difficult claims against unclaimed property accounts by verifying pertinent information and applying all applicable laws and rules governing the program. Duties include but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review claims submitted by both private and public sectors to verify the appropriate distribution to the owner/s or heir/s;
- Recommend payment of claims submitted in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes, and the Probate Code;
- Provide difficult program information to the general public to assist in properly completing claim forms;
- Provide customer service to the public by answering questions, returning telephone and email messages regarding the program;
- Review documentation submitted for substantiation of ownership which include Table of Heirship for disputed claims to ensure all information is in compliance with Probate Law;
- Review the difficult Tables of Heirship for disputed claims to ensure all information is in compliance with Probate Law;
- Prepare the written Tables of Heirship for review and presentation to management and legal staff for distribution resolution;
- Respond to various inquiries of average difficulty regarding claims with multiple heirs and trusts;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.





- Provide suggestions to departmental officials, employees and claimants regarding the Unclaimed Property Program, procedures and policies;
- Provide guidance to the public, Corporate Executives, Public Administrators, and Investigators to resolve difficult problems related to abandon property claims;
- Track claims and inquiries regarding distribution of estate, abandoned property, trust, or stock account assets;
- During peak periods assist with answering the Call Center toll free telephone lines.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-550-9928-101, Ref 0503.CSU6 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).